

## Notice to Court Unopposed Motion, Declaration of No Response and Order to be Submitted

This process shows the steps to create a text only entry on the ECF docket to notify chambers and ECF participants to the case that a hearing noted on a calendar will not be held. It eliminates the need to e-mail or telephone a judge's chambers. **Do not docket this entry if you have submitted a Declaration of No Response and Received Unsigned Order.** A Notice to Court Unopposed Motion, Declaration of No Response and Order to be Submitted should be docketed in matters when a response has not been filed by the response deadline or when the opposing parties do not object to the order being entered. The entry should never be made prior to the response deadline except by agreement of all parties.

- **NOTE** This entry does not replace the requirement to submit a Declaration of No Response when filing a Received Unsigned Order (LBR 9013-4(f)).

Review the Received Unsigned Orders lesson of this guide for step-by-step instructions in submitting the order to the court.

- STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu Bar. (See Figure 1)



Figure 1

- ☐ Select the [Confirm/Strike/Continue Hrg](#) hypertext link.

- STEP 2** The **CASE NUMBER** screen displays.

- ☐ Insert the case number using the yy-nnnn format.
- ☐ Click the **[Submit]** button.

- STEP 3** The **Confirm/Strike/Continue Hearing** screen displays.

- ☐ Select the **Notice to Court Unopposed Motion, Declaration of No Response and Order to be Submitted (no PDF)** event.

- ☐ Click the **[Submit]** button.

**STEP 4** The **PARTY SELECTION** screen displays.

- ☐ Select the filing party from the list of filers.
- ☐ Click the **[Submit]** button.

**STEP 5** The **DOCUMENT LINKING** screen displays.

- ☐ Click the checkbox for the motion AND each checkbox for ALL other applicable events to select them.

➤ **NOTE:** An applicable event would be any event that sets the hearing, including an objection that sets a hearing.

Selecting all applicable entries is **CRITICAL** for the matter to be displayed on the judge's calendar.

- ☐ Click the **[Submit]** button.

**STEP 6** The **HEARING CONFIRMATION** screen displays.

- ☐ Enter the scheduled hearing date.
- ☐ Click the **[Submit]** button.
- ☐ Click the **[Submit]** button.

**STEP 7** The **FINAL TEXT** screen displays.

- ☐ Review the Docket text for accuracy.
- ☐ Use the [Back](#) button, if necessary, to return to previous screens to make corrections.
- Clicking the **Bankruptcy** menu option prior to the final **[Submit]** aborts the transaction and allows you to begin again.
- ☐ If, after review, the information is correct, click on the **[Submit]** button.

**STEP 8** The **NOTICE OF ELECTRONIC FILING** screen displays.

- ☐ Click the **Print** icon on the browser to print the notice. *(Optional)*.
- ☐ Click **File** on the browser button and choose **Save Frame** to save a copy of the notice for your records.

Review the Calendar Events Report to verify the entry.

**STEP 9** Click the [Reports](#) hypertext link on the CM/ECF Main Menu Bar.

- ☐ Select the [Calendar Events](#) hypertext link.
- ☐ The **Calendar Events** screen displays.
  - Enter the appropriate case number using the yy-nnnnn format.
  - Enter the scheduled hearing date in the **Set** fields.
  - Click the **Notice of Court, Unopposed Motion, Declaration of No Response and Order to be Submitted (no PDF)** radio button.
  - Click **[Run Report]**.
- ☐ The **Calendar Reports** screen displays.
  - A docket entry should display on the report.